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Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE: SUPERVISING EVIDENCE TECHNICIAN**

**DEFINITION**

Under general direction, to plan, coordinate, supervise, and perform field and laboratory activities related to crime scene investigation including the collection, preservation, and processing of evidence and fingerprints; forensic photography work; and to do other related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level classification in the Evidence Technician series. Incumbents function as working supervisors and perform the more complex and difficult assignments. Independent judgment is exercised in coordinating work assignments and in making technical decisions.

**REPORTS TO:** Police Lieutenant

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from a Police Lieutenant. Exercises close to general supervision over Evidence Technicians and support personnel, as assigned.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Plan, coordinate, supervise, and review the work of staff engaged in field and laboratory activities related to crime scene investigation and evidence preparation.
- Supervise and participate in crime scene investigations to recognize, search for, collect, and preserve all types of evidence; handle difficult and complex investigations and assist subordinates in specialized or difficult work; interview witnesses as to location of evidence; serve as field supervisor at scenes of major crime investigations and evidence gathering, as required.
- Research, develop, and recommend policies and procedures related to evidence procedures, methods, and techniques.
- Develop, coordinate, and conduct training programs related to crime scene investigation and evidence preparation.
- Assist in the preparation and administration of the section budget.
- Record or visualize physical or trace evidence using various photographic techniques and using a variety of photographic technologies.
- Collect, photograph, preserve, classify, and identify fingerprints, palm prints, and other types of body prints; enter latent prints into CAL-ID computer system.
- Preserve, compare, and attempt to identify evidence such as blood, hair, fibers, cloth, wood, paint, and glass fragments.

- Attend post mortem examinations; collect pathological samples and evidence for later clinical examination; photograph results of autopsy for criminal investigation and prepare photos for court presentation.
- Collect, photograph, preserve, identify, and perform basic analysis of blood, ballistics, narcotics, tool marks, and other types of physical evidence; perform physical match comparisons.
- Take various types of photographs of persons and objects; develop prints; enlarge and mount color and black and white photographs.
- Operate and maintain computerized booking system and related components.
- Take and prepare physical impressions to attempt to connect evidence with suspects; prepare castings or mouldages of tire impressions, foot impressions, hand impressions, tool and other type impressions; analyze and prepare conclusions of evidence for use in court testimony.
- Operate a variety of cameras, video equipment, and computers in the collection and presentation of crime scene evidence.
- Perform general analysis of handwriting and document samples, as assigned.
- Oversee and participate in the preparation and maintenance of detailed reports and records; prepare in-depth reports and accompanying evidence for court presentation; reconstruct crime scenes.
- Serve as a recognized expert in court in the presentation and verification of collected evidence such as bloodstain interpretation, projectile trajectory, fingerprints, photography, and diagramming.

## **QUALIFICATIONS**

### **Knowledge of:**

- Federal, state, and local laws regulating the collection and preservation of evidence; rules of evidence.
- Principles, practices, and advanced techniques used in investigation, identification, collection, preservation, and processing of physical evidence.
- Police procedures; court testimony procedures and techniques.
- Crime scene report writing; english usage, spelling, grammar, and punctuation.
- Operation, use, characteristics, limitations, and techniques of photographic equipment, printers, and video cameras.
- Operation, use, and techniques of computerized systems as they pertain to photographic imaging, booking systems, and crime scene reconstruction.
- Advanced darkroom methods and procedures in the processing of black and white and color film.
- Use of alternate light sources (laser).
- Latent criminal analysis procedures.
- Principles and practices of supervision, training, and evaluation.

### **Ability to:**

- Plan, organize, assign, supervise, and review the work of technical employees engaged in crime scene investigation and evidence preparation.
- Research, develop, and recommend policies and procedures; explain them to others.

- Communicate effectively, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Operate a personal computer and related software.
- Maintain the confidentiality of privileged information.
- Exercise independent judgment in planning work and making technical decisions.
- Coordinate, interpret, and draw logical conclusions from information obtained from a variety of sources.
- Collect, identify, and compare physical evidence at crime scenes.
- Operate specialized equipment used in the collection, analysis, and preservation of evidence.
- Take, develop, and print effective and useful crime scene photographs; perform limited maintenance on photographic equipment and accessories.
- Lift, classify, verify, and identify latent fingerprints according to established systems and procedures.
- Operate camera and video equipment in the gathering and presentation of evidence.
- Reconstruct a crime scene for use during courtroom testimony.
- Serve as a recognized expert in court in the presentation and verification of collected evidence.
- Read, understand, and apply difficult materials.
- Write clear, concise, and comprehensive reports.
- Supervise, train, and evaluate subordinates.
- Qualify and maintain qualifications for issuance of a Concealed Weapons Permit (CCW).
- Demonstrate and maintain firearms proficiency as established by department policy.

#### **Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: High school graduation or satisfactory equivalent and the completion of 60 semester or 90 quarter units from an accredited college or university in criminology, administration of justice, police science, forensic photography, or a closely related field. (Four years of additional qualifying experience may be substituted for the required education).

Experience: At least three years of journey level experience, equivalent to an Senior Evidence Technician at the City of Riverside, performing duties including the collecting, preserving, and photographing of physical evidence at crime scenes including classification and comparison of fingerprint evidence.

**MEDICAL CATEGORY:** Group 2

**NECESSARY SPECIAL REQUIREMENT**

Must be willing to work weekends, holidays, nights, and rotating shifts, and be subject to call back as required.

Possession of, or ability to obtain, a concealed weapons permit (CCW).

Must be able to pass an intensive police background investigation.

Possession of an appropriate, valid, Class "C" California Motor Vehicle Operator's License.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Supervising Evidence Technician

**TO:** Police Records/Information Manager